



# OFFICE OF LEGISLATIVE COUNSEL

## SENIOR LEGAL TYPIST

### PROMOTIONAL EXAMINATION

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** This is a promotional examination for the Office of Legislative Counsel. In order to take this examination, applicants must have a permanent civil service appointment with the Office of Legislative Counsel as of the final filing date or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**HOW TO APPLY:** Submit a State application form (STD. 678) in person or by mail with:

**OFFICE OF LEGISLATIVE COUNSEL**  
**HUMAN RESOURCES OFFICE**  
**925 L STREET, SUITE 900**  
**SACRAMENTO, CA 95814**

State application forms (STD. 678) are available on the Internet at <http://www.jobs.ca.gov>.

**FINAL FILING DATE: September 19, 2016**

Applications (STD. 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received in the Human Resources Office via intra-office mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in #2 of the "Application for Examination." You will be contacted to make specific arrangements.

**QUALIFICATIONS APPRAISAL INTERVIEW:** It is anticipated that the interviews will be held during **October 2016**.

**SALARY RANGE:**                      **Range A: \$2,707 – \$3,390**                      **Range B: \$3,026 – \$3,785**

**Range A.** This range shall apply to incumbents who do not meet the criteria for payment in Range B.

**Range B.** This range shall apply to incumbents who have satisfactorily completed either:

1. One year of experience in California state service performing the duties of a Senior Legal Typist, Range A; or
2. Two years of experience in typing and clerical work, at least one year of which shall have been in work of a legal nature requiring the preparation of a wide variety of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. [(a) Academic education above the 12th grade may be substituted for the year of required general experience on the basis of either: (1) one year of general education being equivalent to three months of general experience; or (2) one year of education of a business or commercial nature being equivalent to six months of general experience; or (b) completion of a certified Legal Secretarial Program (minimum of 30 semester units) in an accredited college; or completion of a certificated Legal Secretary Program (minimum of 36 weeks and 900 hours) in a business school accredited by the Accrediting Commission of the Association of Independent Colleges and Schools may be substituted for one year of the required legal work experience.]

**ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Office of Legislative Counsel. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

#### **MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### **Either I**

One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. Academic education above the 12th grade may be substituted for six months of the required general experience on the basis of either one year of general education being equivalent to three months of general experience, or one year of education of a business or commercial nature being equivalent to six months of general experience.

#### **Or II**

Completion of a certificated legal secretarial program at either a regionally accredited college or business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.

**NOTE:** Experience in "work of a legal nature," as described above under "experience," must be clearly described on your application. Typing experience involving routine handling of legal forms will not be considered qualifying.

The ability to type at a rate of 45 words per minute is required at the time you complete your application. You will be required to certify your ability to type 45 words per minute. **Note: Successful competitors will be required to take a typing test at the time of appointment.**

**Special Personal Characteristic:** A demonstrated interest in assuming increasing responsibility.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**Additional Desirable Qualification:** Education equivalent to completion of the 12th grade.

**THE POSITION:** Under general supervision, an incumbent performs a variety of duties in support of the Legislature and the legal staff of the Office of Legislative Counsel. The incumbent creates tracking for incoming work, uses a customized complex computer system, uses appropriate format for photocomposition, keys from legal drafts proposing legislation in all its versions, from introduced bill to amended bill to enrolled and chaptered bill, including the yearly budget amendments. The incumbent prepares proper format of text in PUBs; creates and revises standard tables and tip in tables; types legal opinions, analyses, memorandums, legal correspondence, contracts, form letters and Governor's enrolled bill reports using Microsoft Word. The incumbent performs final corrections and checks for accuracy to ensure format, grammar, and spelling are correct in bills, amendments, opinions and various other legal documents; provides training to other staff, backup for LSSI responsibilities at the coordinator's desk, and backup for division receptionist.

**EXAMINATION INFORMATION: WRITTEN TEST - WEIGHTED 60% AND QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 40%**  
This examination will consist of a written test weighted 60% and a qualifications appraisal panel interview weighted 40%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION AND THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.**

**Scope:**

**Knowledge of:**

1. Technical legal terms and various legal documents, forms, formats, and their processing.
2. Office automation software and programs.
3. Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. The organization and functions of the Office of Legislative Counsel and the Legislature.
5. The Office of Legislative Counsel's policies and the legislative process.
6. The office procedures to perform clerical duties (e.g. proofreading, inputting data, preparing legal documents, answering telephones, typing, etc.).
7. The training techniques to train new employees.

**Ability to:**

1. Spell and use grammar correctly, and read and write English at a level required for successful job performance, including correct use of legal terminology and concepts.
2. Perform difficult legal clerical work including the preparation and processing of a large variety of legal documents.
3. Establish and maintain professional relationships with management, staff, legislative clients and staff, the public and others.
4. Adapt to changing work priorities, fluctuating work hours and assignments to meet deadlines.
5. Analyze data and situations accurately and take effective and appropriate courses of action.
6. Demonstrate good judgment in making decisions.
7. Interpret and apply office policies and procedures to process work assignments.
8. Follow oral and written directions to effectively complete assigned duties.
9. Effectively communicate verbally and in writing to provide and/or exchange information to staff, the public, and others.
10. Exercise a high degree of initiative, flexibility, and originality in performing assigned tasks.
11. Organize and prioritize work in order to meet deadlines.
12. Adapt to new and enhanced programs and applications.

**Veterans' preference credit is not granted in promotional examinations.**

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application (STD. 678) is also available in several formats on the website at: <http://www.jobs.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of Legislative Counsel reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the California Department of Human Resources.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.  
California Relay Service TDD: 1-800-735-2929 Voice: 1-800-735-2922